

## 4.4 IMPLEMENTATION AND OPERATION

### 4.4.2 TRAINING, AWARENESS, AND COMPETENCE

**Auditor Name and Date:** \_\_\_\_\_

**Organization and Department Audited:** \_\_\_\_\_

**Personnel Interviewed:** \_\_\_\_\_

#### STANDARD REQUIREMENTS

4.4.2 The organization shall...

Conforms (Y/N)	
...identify training needs;	
...require that all personnel whose work may create a significant impact upon the environment have received appropriate training;	
...establish and maintain procedures to make its employees or members at each relevant function and level aware of:	
<ul style="list-style-type: none"><li>the importance of conformance with environmental policy and procedures, and with the requirements of the environmental management system, including emergency preparedness and response requirements;</li></ul>	
<ul style="list-style-type: none"><li>the significance environmental impacts of their work activities and the environmental benefits of improved personal performance;</li></ul>	
<ul style="list-style-type: none"><li>their roles and responsibilities in achieving conformance with the environmental policy and procedures and with the requirements of the environmental management system, including emergency preparedness and response requirements;</li></ul>	
<ul style="list-style-type: none"><li>the potential consequences of departure from specified operating procedures.</li></ul>	
Personnel performing the tasks that can cause significant environmental impacts shall be competent on the basis of appropriate education, training and/or experience.	

**NOTES:**

**OVERALL CONFORMANCE: YES NO**

<b>4.4.2 Training, Awareness, and Competence: Supplemental Questions by Function</b>		
<b><i>DEPUTY DIRECTOR</i></b>		<b>OBJECTIVE EVIDENCE</b>
<b>a.</b>	How do you identify environmental training needs within your Division?	
<b>b.</b>	How do you ensure that your employees understand the environmental policy?	

<b><i>DEPARTMENT TRAINING COORDINATOR</i></b>		<b>OBJECTIVE EVIDENCE</b>
<b>a.</b>	Does the RDD have procedures to assess training needs? If so, how are these needs assessed?	
<b>b.</b>	What different types of environmental training are offered?	
<b>c.</b>	What is the frequency of the various types of training that addresses environmental management?	
<b>d.</b>	How are training records maintained? Who is responsible for doing this?	

<b><i>EMS REPRESENTATIVE</i></b>		<b>OBJECTIVE EVIDENCE</b>
<b>a.</b>	How do you identify EMS training needs within your Division?	
<b>b.</b>	What types of EMS training is offered?	
<b>c.</b>	What is the frequency of the various types of training that addresses environmental management?	
<b>d.</b>	Do on-site contractors receive EMS training?	

<b>4.2 Training, Awareness, and Competence:      Supplemental Questions by Function (cont.)</b>
---

<i>SENIOR STAFF</i>		OBJECTIVE EVIDENCE
<b>a.</b>	Where are EMS training records for your staff kept? (Verify for dates, signatures, etc.)	
<b>b.</b>	How are new employees made aware of the EMS? How do you ensure they receive the required training?	
<b>c.</b>	What is the procedure for ensuring that employees working on activities having significant impacts on the environment are properly trained and competent? What is this competency based upon (e.g., education, training, and/or experience).?	
<b>d.</b>		
<b>e.</b>		

<i>DIVISION PERSONNEL</i>		OBJECTIVE EVIDENCE
<b>a.</b>		
<b>b.</b>		
<b>c.</b>		

**NOTES:**

## NOTES:

### DOCUMENTS:

- ☐ Procedure to identify training needs/requirements.
- ☐ Environmental awareness training procedures or program(s) (e.g., course outline, program description, training materials, etc.) note that awareness training may be part of existing training or established methods of communication (e.g., routine meetings) but attendance and the topics covered should be documented.
- ☐ The list of functions and/or department associated with the organization's significant aspects.
- ☐ Training records to verify that training was conducted, completed, and recorded.
- ☐ Training matrix; list of identified training needs.

### EMS LINKS:

- Policy
- Environmental Aspects
- Structure and Responsibility
- Operational Control

- Monitoring and Measurement
- Emergency Preparedness and Response